



PRATTVILLE ELEMENTARY SCHOOL

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"Learning Today...Leading Tomorrow"

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Prattville Elementary Bobcat Parents and Families,

We miss you, we miss our Bobcats, and we miss being together doing what we LOVE to do; teaching and watching our students learn and grow academically, physically, and socially. We hope you all have been able to enjoy your summer during these unprecedented times. Our leadership team has been working diligently to make plans, following the state and county guidelines, to make this modified learning environment safe and conducive for learning for the 2020-2021 school year. We hope this document will provide some clarification and details to what Prattville Elementary will look like this fall. Please know, that these procedures are subject to change based on guidance from the Alabama State Department of Education, the Alabama Department of Public Health, and the Center for Disease Control. We will continue to keep you informed utilizing our school website at www.pesbobcats.com, our Prattville Elementary School Facebook page, and the county website at www.acboe.net.

We hope the information below will provide you with answers to your questions as they relate to Prattville Elementary School's modified traditional school for the 2020-2021 school year. We have used the Autauga County Schools Roadmap to Reopening as a guide for this plan. We acknowledge that each school in Autauga County is unique in their enrollment, grade levels, physical layout and individual needs; therefore, this plan is specific to Prattville Elementary School.

Morning Procedures and Breakfast

- Bus riders will be allowed to enter the building at 7:00.
- Bus duty staff will arrive at 7:00.
- Car riders must remain in their vehicles until the 7:15 bell.
- Students eating breakfast report directly to cafeteria where breakfast will be served to them and tables will be used at half capacity to promote social distancing.
- Students not eating breakfast will report to their homeroom class/hall upon arrival.
- The tardy bell rings at 8:00 and instruction will begin following morning announcements at 8:05.
- A parent must accompany a student to check-in at the front office if they are tardy. Everyone entering the front office will be required to wear a mask or facial covering. If the parent is experiencing any COVID-19 symptoms, we ask that they have another adult check them in. A kiosk has been ordered to cut down on front office traffic and assist with check-ins.
- A staff member will begin collecting green folders and lunch counts at 8:15am.

Classroom Procedures and Instruction

- We will provide quality, engaging, and rigorous instruction for all students.
- We will continue to utilize whole group, small group, and individual instruction.
- Faculty and/or students will wear face shields during small group instruction when social distancing is not attainable. These areas will be disinfected before the change of each group and students will use hand sanitizer prior to and following the group interaction.
- Students are not allowed to share supplies and/or materials.
- Each student will be assigned textbooks, workbooks and a digital device to use. These are not to be shared with other students.
- Desks will be in rows facing the same direction. Flexible seating will not be used at this time.

Use of Masks and Facial Coverings

- Masks and/or face shields are required for all faculty, staff, and students. The safety of our students and faculty are our number one priority.
 - Visitors are required to wear masks upon entering the front office.
 - Students should be able to manage their facial covering independently.
 - We understand that masks may hinder some specific learning opportunities. Teachers will require masks when physical distancing is not possible and utilize plastic face shields during specific interventions and small group.
 - When we move, we mask up!
- Face masks and/or facial coverings are required upon boarding and exiting buses.

Social Distancing

- Students will be seated 3 to 6 feet apart when feasible and practical.
- Students will remain with their homeroom class of students and their Cohort to the extent possible. (PE, Snack/Recess, Lunch, etc.)
- Outdoor spaces will be utilized as much as possible. (Bus loop and outdoor classroom)
- Students that leave their homeroom for EL services, counseling, gifted education, or special education services will be pulled by their specific instructor, within their cohort when possible to minimize crossover with other students.
- All hallways and common areas will have paw prints on the floors so students are aware of the social distancing expectations when traveling throughout the building and standing in lines.
- Please discuss the importance of social distancing with your Bobcat to support our efforts to keep all students and faculty safe.
- Points of entry and exit will be labeled and designated to prevent or reduce the chance of people meeting face to face.

Transitions

- Flow paths designated in the hallways by paw prints.
- Students and staff are expected to travel on the right side of the hallway at all times.
- Students will stay with their homeroom class during class changes, PE, and lunch with additional time allotted to attempt social distancing.
- Staggered class changes by pair teachers and halls to decrease the number of students in the hallways at one time.
- Students pulled for resources will follow social distancing guidelines while transitioning with resource teachers throughout the building.
- Students will be prohibited from running errands to submit or collect items.

Lunchroom Procedures

- Students will eat lunch in the lunchroom with their homeroom class. Seating will be at half capacity, skipping every other seat. (library and stage will be utilized for seating)
- Flow paths will be marked with paw prints on the floor six feet apart to promote social distancing during all lunch procedures.

- Hand sanitizer provided for students and staff. Handwashing/sanitizing before and after meal service.
- Sneeze guards on the serving line (no self-serving of food items).
- Distribute napkins and silverware directly by staff (disposable plates and utensils).
- Lunch tables will be disinfected and cleaned between classes and meal serving times.
- High-risk students will be served separately from other students.
- Food sharing is prohibited.
- Lunch visits with students will be suspended for the 2020-2021 school-year.
- Students may continue to bring lunches from home.
- Utilize outdoor classroom seating (when feasible).

Restrooms

- Restrooms will be designated for classes by hall.
- There will be a classroom restroom break schedule to minimize crossover with other students.
- Individual bathroom passes will be limited to emergencies only to decrease the number of students in the restroom at one time and minimize crossover with other students.
- Restrooms will be sanitized throughout the day.

Specials and the Arts

- Our Bobcats will continue to receive enrichment through music, library, and counseling.
- Specials teachers will travel to classrooms to minimize movement throughout the building.
- The Librarian will incorporate a virtual library for students to access books on their assigned devices. Library books will be used and quarantined before reassigned.
- We ask that parents provide labeled headphones for their child/children. Students will use their own materials and supplies when possible. Shared supplies will be sanitized between uses.

Physical Education

- Students will participate in 30 minutes of PE daily with their cohort.
- Class sizes will be limited to 2-3 homerooms per PE class to promote social distancing and minimize student crossover.
- They will remain socially distanced by homeroom as practical as possible.
- Outside games and equipment will be utilized as much as possible.
- Students will use hand sanitizer prior to entering and exiting the gym. Equipment will be sanitized between class rotations when appropriate.

Snack and Recess

- Students will have a 15 minute snack/recess time each day.
- We will utilize outdoor space when weather permits, if not, it will be held in the classroom.
- They will remain socially distanced with their homeroom class.
- A PE teacher will use a mobile snack cart to sell juice and snack during snack and recess.
- Students will use hand sanitizer prior to and following snack/recess.
- If equipment is used, it will be sanitized between classes.

Dismissal

- Car rider dismissal will begin following the afternoon announcements.
- Car riders will be dismissed by homeroom and will sit by homeroom on the car line. Masks will be required when social distancing is not possible.
- Parents will have a car tag with their child's name and homeroom listed.
- Dismissal time may be staggered depending on enrollment and total number of car riders.
- Bus rider dismissal will be staggered beginning at 3:00.
- We will dismiss bus riders from homeroom by bus number.
- Bus riders will be required to wear a mask in the hallway and on the bus loop when social distancing is not possible.
- Check-outs are prohibited after 2:30. Please notify the front office prior to the check-out.
- Everyone entering the front office will be required to wear a mask or facial covering. If the parent is experiencing any COVID-19 symptoms, we ask that they have another adult listed as an emergency contact check the child out. A kiosk has been ordered to cut down on front office traffic and assist with check-outs.

Virtual Learning

- Students must have internet connectivity and a device in order to choose this option.
- Attendance will be taken for this learning environment daily.
- Students are expected to complete all their daily work.
- Schoology training will be provided for teachers and parents.
- Virtual teachers will be accessible during regular school hours.

Special Events and Field Trips

- Open House will be done virtually for the 2020-2021 school year. Continue to check our website and Facebook page for more information.
- Special events, such as, Grandparents Lunch, Fall Festival, and assemblies during the first semester have been discontinued at this time.
- Bobcat Bash celebrations, Honor Roll, Attendance, and AR parties will be celebrated by homeroom to minimize student crossover.
- Volunteers will not be allowed to assist with class parties and events.
- Field trips are suspended until further notice.

Prevention Protocols

- Signage posted throughout the building to communicate how to prevent the spread of COVID-19, symptoms, preventative measures, good hygiene, and school/district protocol.
- Signage in restrooms on proper hand washing practices.
- Signage in areas where face masks are required.
- Frequent reminders, including signage, for students and staff to stay at least six feet apart from one another.
- Students with COVID-19 like symptoms may not be dropped off at school.
- School nurse and counselor will have an engaging video to demonstrate and teach correct

handwashing, good hygiene, and how to correctly cover coughs. The video will be available for students to watch during our virtual open house, on the first day of school, and throughout the year as needed.

- Signage posted at all entrances informing all who enter that they must:
 - ✓ Not enter if they have cough or fever
 - ✓ Maintain a minimum of six feet distance from one another
 - ✓ Refrain from shaking hands or engaging in any unnecessary physical contact
- Parents/guardians are responsible for screening students for COVID-19 symptoms prior to arriving on campus. (Information will be provided on how to prevent the spread of COVID-19, symptoms, preventive measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Staff will be trained on the visual screening of COVID-19 symptoms.
- Student screening and COVID-19 protocol is available at www.acboe.net.

Visitors

- Here at PES our doors have always welcomed visitors from the community and parents/guardians and value these relationships. However, in order to minimize exposure and maintain a sanitized environment, campus visitors and volunteers will not be permitted past the front office for the 2020-2021 school year. Unfortunately, this includes the first day of school.
- Visitors to the front office will be required to follow social distancing requirements and guidelines upon entering the building.
- Visitors will be required to wear a mask upon entering the building.
- Scheduled meetings will be done virtually if at all possible (this includes parent conferences).
- Please limit the drop off of items to students for medical needs only.

Cleaning/Sanitization

- ACBOE and PES have purchased sanitizing supplies and equipment.
- Touch-free hand-sanitizing stations installed in designated common areas and hallways.
- Restrooms are equipped with working soap dispensers and hand dryers.
- Disinfect frequently touched surfaces at least daily and any shared equipment after each use.
- All classrooms will be provided 60% alcohol hand sanitizer.
- Allow students and staff to bring hand sanitizer and face masks/coverings to use from home.
- Water fountain/stations will be cleaned/disinfected frequently throughout the day.
- Students are encouraged to bring water bottles from home that can be refilled at water bottle filling stations (please try and label them with the student's name).
- School building and classrooms will be cleaned daily.
- Classrooms will be disinfected between class changes.
- Sneeze guards used in reception/office spaces.

DISCLAIMER

This is a "living" document and is subject to change according to the ACBOE Roadmap for Reopening Schools. Adherence to this plan/guidance does not guarantee the prevention and/or spread of COVID-19.